

AP Assembly Executive Board Meeting- Thursday, May 9, 2013

Present- Carmen Etienne, Steve Shablin, Meaghan Walters, Allison Webster, Stephanie Jurva, Jean Szura, Anthony Gallina, Tina Cardamone, Kathryn Walters, Rueben Ternes, Anna Costa, Nick Bongers, Shaun Moore, Petra Knoche

1. Call To Order: 10:06am
2. Approval of minutes from April 11, 2013
3. President Report
 - a. Thank you for everyone for your patience with the budget. We had a minor issue last week and I think that we are good to go. Please start to consider what budget items you are looking for next year. Shaun is going to write a letter to Dr. Russi to suggest how much money we are looking for next year.
 - b. The officer transition meeting will be June 24th in the E-Learning Conference Room. Feel free to bring food/snacks with you. We will be having a general meeting first, and then break up into the transition part.
 - c. Peggy Cooke is now the AP of the Year, if any of you can be at her recognition event please come to represent the AP Assembly.
4. Vice President Report
 - a. No report
5. Treasurer Report
 - a. If you pay an employee, please make sure that you add on an additional 8% to cover the extra charges.
 - b. Tina will send out a new breakdown before our next meeting.
 - c. We have about \$5,300 left in our account that houses the Grand Idea and the AP of the Year award. When all is said and done, we will have \$1,100 left.
6. Secretary Report
 - a. No Report
7. Senate Report
 - a. Steve sent out the agenda from the 11th meeting. We are going to the Horizon League for sports!
 - b. Academic Computing Committee- They mentioned that they wanted to assemble You-Tube playlists hosted by E-learning. We could bookmark videos on You Tube that would be good examples of using technology in the classroom. Others on campus could make videos and these would be put on the playlist.
8. AP Assembly Committee Reports
 - a. Communications
 - i. We are still posting on Facebook so send Anna the updates!
 - ii. We need more committee members to please join the committee. Sarah Olsten is interested in joining, so Anna is going to work with her to be an official member.
 - b. Community Engagement Committee
 - i. Thank you to everyone who participated in the May fun lunch! We had about 10 people attend.

- ii. The next Fun Lunch will take place on Wednesday June 5th at noon at BRAVO in the Rochester Village.
- iii. We will be hosting a Scavenger Hunt on Wednesday, May 29th. Please sign up online to have a team
- iv. On Wednesday June 26th we are going to go on a walk to the new frozen yogurt place by Buddy's Pizza at 12:30pm.
- v. The July Fun Lunch will be at the new Golf Course restaurant, Finnegans on July 10th
- vi. There will be a Bake-Off of July 17th tentatively outside between North and South foundation
- vii. We would like to start supporting our athletic events this fall since we are switching leagues.

c. Personal and Professional Development

- i. Stand Out is going really well. We sold out all of the books and we have a lot of other registrant's!
- ii. June 25th 9:30-11, 1:30-3:00pm 5 Ways to Knock Out Negativity. There are two sessions so everyone can pick which one they want to go to.
- iii. Our team submitted a Grand Idea for manager's training. We want to do a mini-conference and partner with HR and HRD. Jennifer Wenson is a faculty member in HRD, was suggested to be a guest speaker/presenter at the conference.
- iv. It was also suggested that we do a customer service training for all of the employees.

d. New AP Welcome

- i. n/a

e. Nominations and Elections

- i. We are done!

9. Old Business

- a. Welcome new members!
- b. Don't forget about the Grand Idea.

10. New Business

- a. The AP Award- We do not think it is great that the previous recipient has to plan the award reception for the next year. It was suggested that the AP Assembly helps plan the process and award reception, with the help of the previous year's recipient.
- b. Bring Your Dog to Work Day- Will pursue through John Beaghan.
- c. Bring your Child to Work Day- If we wanted to pursue this, it is a huge committee outside of just the AP Assembly. We had pictures taken and ID's made for the children.
- d. There are a lot of changes going on right now at OU. Please let us know if you have heard anything in regards to new hires including the Provost.
- e. There is a Board of Trustees meeting on June 17th at 2:00pm in the Elliott Hall Auditorium.

11. Good and Welfare

12. The next meeting is June 24th in the E-Learning Conference Room

13. Meeting Adjourned